



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATE UNIFORM PAYROLL**

**M. J. AMIKE® FOSTER, JR.**  
GOVERNOR

**MARK C. DRENNEN**  
COMMISSIONER OF ADMINISTRATION

October 25, 2000

**OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-15**

**TO:** All UPS Agencies  
**FROM:** Ronald S. Mitchell  
Director  
**SUBJECT:** November Processing Schedule

In view of Thursday, November 23, 2000, being Thanksgiving Day, the processing schedule for Voids and Supplementals has been changed as follows:

The deadline for Void and Supplemental documents to be processed for December 1, 2000 payday will be 12:00 noon on Tuesday, November 21, 2000.

The On-line Payroll System will NOT be available to agencies between 12:00 noon and 12:30 p.m., Wednesday, November 22, 2000 in order to complete Void and Supplemental processing.

Tuesday, November 7, Election Day and Friday, November 10, Veterans Day will also be state holidays, but will not affect payroll processing.

Processing for regular payroll will follow the normal schedule.

Agency Requested Payables deadline for processing checks during these holiday weeks will remain at 8:30 a.m. sharp on Monday. Checks should be distributed by 12:00 noon on Wednesday of Thanksgiving week.

If there are any questions regarding the payroll processing schedule, please contact the UPS Help Desk at (225) 342-8928.

RSM/CDM:kmb